WORD PROCESSING, SPREADSHEETS, AND ELECTRONIC PRESENTATIONS

The information included in this document is intended to be a guide of what should be taught to students when teaching Standards 3, 4, and 8. This list includes minimum objectives. Teachers may cover more material depending on individual situations (concurrent enrollment, previous knowledge of students, etc.) and as time permits.

Microsoft Office Basics

Students should know and identify parts of the screen. Because schools are using different operating systems and different versions of software, specific terminology is not listed here, however, teachers should identify important terminology. Some examples are listed here: *Taskbar, Toolbar, Menu, Ribbon (if using Microsoft 2007), Quick Access Toolbar, Status Bar, Scroll Bars, etc.*

Application vocabulary/features that are generally used in different types of application software:

Note: Some of these features may be used in all programs. For example, students will probably print in all types of software used. Other features may be used in just one or two of the applications. Clipart and Text Boxes may be used in word processing and electronic presentations but not spreadsheets. Teachers may introduce one of these features in one type of software and then the feature does not have to be "taught" again, but it can be used in all applications.

Vocabulary/Features
- Save and Open Files
- Printing
- Default Settings
- Selecting
- Cut/Copy/Paste – Clipboard
- Margins
- Font – change font and appearance of text (including bold, italics, and underline)
- Spelling and Grammar Check
- Alignment – Horizontal and Vertical
- Page Orientation – Portrait and Landscape
- Graphics and Objects – Clipart, Text Boxes, WordArt, Borders, Charts, etc.

Word Processing (Standard 3)

In addition to the vocabulary and features listed on the previous page, this is a list of things that should be taught in word processing. Review objectives listed for Standard 3.

Vocabulary/Features

- Word Wrap
- Bullets and automatic numbering
- Line Spacing
- Indents
- Ruler Bar
- Tabs (left, center, right, decimal, leaders)
- Footnotes/Endnotes
- Thesaurus

Document Formatting

Document formatting may vary in different textbooks. Because of this, a specific set of rules for formatting these types of documents is not included here. Teachers should use the resources they have to teach specific formatting for business documents.

- Memo
- Business Letters (on letterhead) – block and modified block styles*
- Personal Business Letter (not on letterhead)*
- Report with bibliography/references

*The main difference between a business letter and personal business letter is whether or not the letter is typed on official letterhead. If a business letter is printed on letterhead, the first part of the letter should be the current date. If a person is sending a personal business letter and it is not printed on letterhead the return address (street address, city, state, and zip code) should be included on the two lines above the date. Business and personal business letters can be block or modified block style.

Example of date for a business letter printed on letterhead:

August 28, 2008

Example of return address and date for a personal business letter not printed on letterhead:

1210 East River Breeze Drive
Orem, UT 84097
August 28, 2008

Spreadsheets (Standard 4)

In addition to the vocabulary and features listed on the first page, this is a list of things that should be taught in spreadsheets. Review objectives listed for Standard 4.

Vocabulary/Features

- Row
- Column
- Cell – Active Cell
- Row and Column Headings
- Inserting and deleting rows and columns
- Column width
- Order of operations and mathematical operators (+, -, *, /)
- Formulas
- Functions – SUM, AVERAGE, MIN, MAX, COUNT
- Autofill – Fill Handle
- Cell formatting
    - Basic number formatting (comma, currency, percent)
    - Alignment
    - Borders and fill color
- Sorting
    - Ascending (A-Z order)
    - Descending (Z-A order)
- Charts
    - Types – pie, column, bar, line
    - Legend
    - Interpreting charts

Electronic Presentations (Standard 8)

In addition to the vocabulary and features listed on the first page, this is a list of things that should be taught in spreadsheets. Review objectives listed for Standard 8.

Vocabulary/Features

Slide Show
Slide Design
Slide Layout (placeholders)
Presentation Views – Normal, Slide Sorter, Slide Show
Play a slide show
Transitions and Advance slides automatically
Basic Animation
Print options – Slides, Handouts, Notes Pages, Outline View

For information on what to cover for Standards, 5, 6, and 7, refer to objectives listed for each of these standards.